

# City Council

## Agenda

Wednesday, December 6, 2017  
City Hall, Council Chambers  
749 Main Street

### SPECIAL MEETING

**8:30 AM**

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF AGENDA
4. CITY MANAGER APPLICANT INTERVIEWS

**MATT FULTON (8:30 – 9:30 AM)**

**DAVID NIEMEYER (9:30 – 10:20 AM)**

**KEITH RIESBERG (10:30 – 11:20 AM)**

**LUNCH (11:30 AM – 12:00 PM)**

**DAVID SHINNEMAN (12:00 – 12:50 PM)**

**HEATHER BALSER (1:00 – 1:50 PM)**

5. EXECUTIVE SESSION (2:00 PM)

#### **CITY MANAGER RECRUITMENT/PERSONNEL MATTER –**

(Louisville Charter, Section 5-2(a) and 5-2(b) – Authorized Topics – Discussion of non-finalist application matters, and personnel matter for informational purposes only (C.R.S. 24-6-402(4)(f & g))

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#### **Citizen Information**

If you wish to speak at the City Council meeting, please fill out a sign-up card and present it to the City Clerk.

Persons with disabilities planning to attend the meeting who need sign language interpretation, assisted listening systems, Braille, taped material, or special transportation, should contact the City Manager's Office at 303 335-4533. A forty-eight-hour notice is requested.

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#### **City of Louisville**

*City Council*    *749 Main Street*    *Louisville CO 80027*  
*303.335.4536 (phone)*    *303.335.4550 (fax)*    *www.LouisvilleCO.gov*

**Mayor is Requesting the City Council Convene an Executive Session for the Purpose of Discussion of Non-Finalists Application Materials and Discussion of Personnel Matters for Informational Purposes Only**

**REGULAR BUSINESS ITEMS SUSPENDED**

- Requests for Executive Session
- City Clerk Statement
- City Attorney Statement of Authority
- City Council Action on Motion for Executive Session
- Council Convenes Executive Session
- Council Reconvene in Open Meeting

**REGULAR BUSINESS ITEMS CONTINUED**

6. **REPORT FROM EXECUTIVE SESSION**
7. **DISCUSSION/DIRECTION/ACTION – CITY MANAGER RECRUITMENT & POSITION FINALISTS**

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## HEATHER A. BALSER

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**PROFESSIONAL PROFILE:** A results driven professional with 15+ years of executive leadership experience including operations, finance and budgeting, communications, planning and transportation. Strong commitment to public service and superb customer service skills. Participatory leadership style with excellent interpersonal, verbal, written and analytic skills.

### AREAS OF EXPERTISE

**\*Leadership and Team Building**                      **\*Resource Development/Funding**  
**\*Strategic Planning**                                      **\*Internal and External Collaboration**  
**\*Project Development and Management**   **\*Policy Analysis**

### CITY OF LOUISVILLE, CO

July 2017 – Present	INTERIM CITY MANAGER
2009 – 2017	DEPUTY CITY MANAGER
2007 – 2008	ASSISTANT CITY MANAGER
2006 – 2007	INTERIM CITY MANAGER
2002 – 2006	ASSISTANT CITY MANAGER FOR GOV. RELATIONS
1999 – 2002	ASSISTANT TO THE CITY ADMINISTRATOR
1997 – 1999	MANAGEMENT ASSISTANT

***City of Louisville, CO population 20,000, placed 1<sup>st</sup> in Money Magazine's top 100 towns in 2009 and 2011, ranked in the Top 5 for over 10 years; #1 in "Best place in America to Raise Your Family: The Top 100 Affordable Communities in the US" (Frommer's, 2006)***

Interim City Manager responsible for implementation of policy established by City Council and leadership and management of the city organization. Oversee Public Works, Police, Planning and Building, Parks and Recreation, Finance, Economic Development, Human Resources, IT, City Clerk and Library and Museum Services.

### RESPONSIBILITIES/ACCOMPLISHMENTS

#### City Management

- Seamless organizational transition after departure of 10-year City Manager.
- Enhanced communications and responsiveness since July 2017.
- Engage with active Louisville citizenry, residents and businesses.
- Led budget analysis and preparation for 2018 after departure of City Manager.
- Provide options/solutions to address \$3 Million Recreation/Senior Center expansion shortfall.
- Engagement with potential Phillips 66 buyer and communications firm/CRL since July 2017.
- Oversee eight City Departments with approximately 185 full time and 265 part time/seasonal employees.
- Liaison to City Council, city staff and other governmental agencies.
- Lead the biennial budget process and coordinate the City Council Goal Setting Retreat.
- Pursue external funding sources to achieve City goals including USDOT, EPA, CDOT, RTD, DRCOG, DOLA and Boulder County. Recent funding obtained:

- \$1 Million in FASTER Funds for the Diverging Diamond Interchange
- \$1 Million in DOLA /Energy Impact Assistance for City Services Facility
- \$500,000 in FASTER Funds for Highway 42 and Short Street Improvements
- \$3 Million in FHWA/CDOT County Road Bridge Replacement /Flood Repair
- \$15,000 Boulder County Sustainability Grant for Community Garden
- Managed FEMA reimbursement process from 2013 flood for close to \$5 Million in infrastructure improvements, including Coal Creek Golf Course, Louisville Water Intake Building, Coal Creek Trail and debris removal.
- Oversee legislative agenda for City Council approval, actively lobbies state legislators and staff in pursuit of City priorities and provide general direction on pending legislation. A member of the Colorado Municipal League Policy Committee.
- City liaison to Louisville Housing Authority, assisted in planning and development of Lydia Morgan 30 unit senior site, and East Street 17 unit family site. Assist in transfer of assets and liabilities to Boulder County Housing Authority (BCHA) in 2012 and policy lead on coordinated effort by BCHA to build 200 new affordable units in Louisville. Leasing underway in 2017.
- Acting Planning and Building Services Director with full oversight and management duties including three direct reports (nine employees in total), January to June 2010, during initial Conoco Phillips development plan considerations.
- Project Manager for revitalization of Highway 42 area, adjacent to historic downtown and future rail station location. Implementation of Urban Renewal including reorganization of Urban Renewal Authority, completion of blight study and urban renewal plan 2005-2009.
- Negotiate electric and cable franchises with Public Service Company of Colorado and Comcast respectively in a continually challenging federal regulatory atmosphere.

### **Community Outreach**

- Expert in Intergovernmental relations issues. Maintains strong relationships with staff /executives from the Colorado Department of Transportation, Regional Transportation District, Denver Regional Council of Governments (MPO), Colorado Municipal League, 36 Commuting Solutions, Boulder Valley School District, Boulder County, adjacent municipalities, US Senate and Congressional representatives as well as Colorado state legislators.
- Lead/liaison with Recreation/Senior Center and Aquatics Task Force for consideration of renovations and expansion at the City's recreation facilities. Work with Task Force and Council representatives on public engagement, finances, possible ballot language and a tax survey to gauge the citizens' support for a tax increase.
- Overall responsibility for management and content of City's Government Access Channel.
- City staff liaison to various internal and external boards, commissions, and agencies.
- Facilitated Charter Commission process to form a Home Rule municipality; public involvement and preparation of Louisville charter document in 2001.
- Coordinate Citizen Survey every four years and Impact Fee Study update every five years.

### **Transportation**

- Chief advisor to City Council on city, regional, state and federal transportation issues including US 36 EIS, Northwest Rail Environmental Evaluation and Northwest Area Mobility Study (NAMS).
- Lead staff person 1999-2015 (contracted out this task in 2016) to US 36 Mayors and Commissioners Coalition (MCC), consisting of 5 municipalities and one county regarding the rebuild of US 36 and federal/state/local funding sources for transportation improvements. Manage federal lobbying contract on behalf of the MCC. Recognized as a regional leader on transportation issues in the Denver metro area.
- Actively pursue federal, state, and regional funding on behalf of the City of Louisville and the US 36 Corridor in coordination with RTD, CDOT, DRCOG, Federal Highways Administration,

Federal Transit Administration and the Governor's Office. US 36 Corridor recipient of TIGER Grant, one of 51 projects selected throughout the nation for federal funds.

- Coordinate federal and state approvals for the joint Louisville/Superior Diverging Diamond Interchange (DDI) at US 36 and McCaslin.
- Served as Chair of the Denver Region Council of Governments Transportation Advisory Committee 2007-2009.
- Received 2010 DRCOG Distinguished Service Award.

#### **1995 - 1997      MANAGEMENT INTERN   CITY MANAGER'S OFFICE, WESTMINSTER, CO**

Conducted research projects, assisted in the development and review of the city budget, and actively oversaw Westminster's lobbying effort regarding state legislation.

#### **EDUCATION**

International City Manager's Association Senior Executive Institute, University of Virginia, Darden School of Business

Master of Public Administration (MPA), University Of Colorado at Denver

B.A. Economics, secondary concentration in French, Bates College, Lewiston, ME

University of Provence-Marseilles, Wellesley-in-Aix, Aix-en-Provence, France, Advanced course work in Economics

#### **PROFESSIONAL AFFILIATIONS**

Member, International City Managers Association (ICMA)

Member, Colorado City County Management Association

Impact on Education/Foundation for Boulder Valley School District Board 2011-2017, Chair 2015-2016

Trailhead Wealth Management Advisory Board 2015-2017

#### **PERSONAL INTERESTS**

Enjoy traveling with family

Enjoy attending my children's sporting events

Avid reader

# Matthew S. Fulton

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## **PROFESSIONAL EXPERIENCE AND INTRODUCTION**

- Strong and extensive chief executive experience
- Proactive, visionary leadership style
- Collaborative management style
- Excellent financial management and budgeting experience aligning resources with community priorities
- Strong and detailed knowledge regarding economic development, urban design, and land use planning
- Experienced in developing successful regional collaborations and partnerships
- Ability to strengthen operational success and organizational culture
- Adaptive to meet the evolving needs of communities

### **City Manager West St Paul, Minnesota**

Population 20,000

August, 2013- January 2017

Annual Budget \$39 Million

West St Paul is a vibrant community very conveniently located south of St Paul. The community just completed the \$44 million reconstruction of Robert Street, the major commercial corridor serving the region. I was very proud of my leadership success in strengthening the community's focus on its infrastructure reinvestment, neighborhood engagement, economic redevelopment, public safety, and park/trail redevelopment. My emphasis focused on economic development and land use planning, financial forecasting, capital planning, strengthening neighborhoods, expanding the use of technology, creative service delivery, regional collaborations, and organizational support/development.

### **Organizational Consultant, Daly City, California**

Population 102,000

November, 2012 –March, 2013

This was a temporary assignment providing leadership help with the consolidation of the Community's Recreation and Library Departments and in developing organizational communication strategies.

### **City Manager Coon Rapids, Minnesota**

Population, 62,000

June, 2006 - July, 2012

Annual Budget: \$52 million

Coon Rapids is a second-tier fully developed community in the Twin Cities metropolitan area with a focus on economic development and redevelopment, proactive neighborhood engagement and revitalization, capital/infrastructure reinvestment, organizational sustainability, and preserving/enhancing quality of life for its residents and businesses. A primary focus of mine was on encouraging community reinvestment, regional retail center growth, increased community engagement in growingly diverse neighborhoods, and considering alternative service delivery ideas, including regional partnerships to strategically prepare the community for the future.

### **City Manager New Brighton, Minnesota**

Population, 22,200

November, 1993 - June 2006

Annual Budget: \$20 million

New Brighton is a second-tier northern suburb in the Twin Cities metropolitan area with a rich history. The City emphasizes strong redevelopment efforts, particularly challenged by environmental factors. While in New Brighton, I was extensively involved with assembling nearly 100 acres of underutilized and contaminated property at the Northwest Quadrant of I35W and I694 which required extensive work with state and federal agencies. While in New Brighton, I also led the effort in developing a Public Safety Department, which enjoyed very strong community support and citizen engagement. Another priority was in developing and supporting regional collaborations that advanced community priorities. The community also focused significantly on developing an excellent overall quality of life and made significant advancement in infrastructure preservation and reinvestment.

**City Administrator Hartford, Wisconsin**

Population, 10,000

May, 1987 - November, 1993

Annual Budget: \$14 million

Hartford is a fast-growing suburban community benefiting from a 500 acre office/industrial park that was assembled and significantly developed during my tenure. QuadGraphics constructed a 1.2 million square foot facility on 250 acres of the office park and initiated operations with 2,000 employees. This development created numerous community needs from housing development to supporting additional business growth. Hartford enjoyed a very historic and active downtown business community and I was engaged significantly with it ongoing success and vibrancy with a focus on preserving its historic significance. This position required and demanded proactive leadership and strategic planning in all facets of the municipal operation.

**Administrative Assistant to the City Manager, New Ulm, Minnesota**

Nov, 1982 - May, 1987

**Physical Land Use Planner, Dakota County, Minnesota**

August, 1979 - August 1981

**EDUCATION****MASTER OF ARTS IN PUBLIC ADMINISTRATION**

University of Wisconsin-Madison

**BACHELOR OF ARTS-URBAN STUDIES**

University of Minnesota-Duluth

**KEY PROFESSIONAL PROFICIENCIES**

- Acted as Chief executive in communities that have varied from rapidly developing to fully developed as well as free-standing to suburban environments;
- Responsible for preparation and management of budgets as large as \$52 million covering general fund, enterprise functions, internal risk management and capital funds, and debt service operations;
- Managed economic redevelopment focused on business development and retention, finding creative solutions to complex economic, environmental, and financing challenges;
- Demonstrated leadership in identifying, developing, and supporting regional collaborations and service delivery models that advanced community priorities and financial sustainability;
- Experienced and demonstrated success in leading public presentations and providing legislative testimony;
- Developed and implemented short and long term strategic plans with City Council, staff, and community;
- Managed all Human Resource matters impacting organizations, including collective bargaining responsibilities;
- Directed City Council meeting agenda preparation and implementation of Council decisions and policy directions;
- Demonstrated strong, effective leadership in neighborhood engagement activities and in strengthening communication linkages with the municipal operation;
- Successfully built consensus on complex and sensitive topics with City Council's, neighborhood, and business groups;
- Encouraged and supported consideration and development of alternative service delivery options;

**PROFESSIONAL LEADERSHIP AND COMMUNITY ENGAGEMENT**

International City/County Management Association ICMA

*(ICMA is the premier association of over 11,000 professional local government leaders)*

International Board of Directors, Vice-President 2009 to 2012

Task Force on Financing ICMA, Int'l subgroup Chair 2012 to 2013

ICMA Strategic Planning Committee 2006 to 2008

ICMA International Conference Planning Committee, Chair 2004

International Task Force, Chair 1999 to 2001

League of Minnesota Cities

Board of Directors 2007-2010

Big Three Committee (City/County/School) 2009-2010

Various Policy committees 1993-2017

Alliance for Innovation, national conference, chair 2016

Minnesota City County Management Association, President	2004-2005
Metropolitan Area Manager's Association, President	1999-2000
Twin Cities Economic Development, Inc., President	2003-2004
Community Partners with Youth, President	2003-2004
New Brighton/Mounds View Rotary International, President	2001-2002
Chamber of Commerce, active member	1987-current

Certified by the National Development Council as an Economic Development Financing Professional  
 Licensed as MN Real Estate Broker

## **SPECIFIC ACCOMPLISHMENTS**

### **Community Reinvestment**

- Oversaw largest public works project in West St Paul history with \$44 million, two-year, reconstruction of Robert Street and streetscape;
- Led the property acquisition process for assembling 100 acres of land for development/redevelopment;
- Led the development of a partnership with three jurisdictions, secured financing, and successfully completed a \$3 million ice arena revitalization project;
- Worked with Metropolitan Council in developing city-wide program relating to removal of clearwater from sanitary sewer system;
- Managed planning, financing, and construction of \$11 million Bunker Hills Golf Course Club House;
- Managed planning, financing, and construction of \$11 million Coon Rapids Ice Center, the first phase of a proposed community center;
- Led development of partnership with school district and planning/completion of \$6 million reconstruction of Harmon Park, one of West St Paul's largest community parks;

### **Strengthening the organization and regional community**

- Initiated technology advancements in several departments, including finance, human resources and community development
- Initiated and Co-Chaired regional group of appointed Chief Executives and economic development professionals, working through the Urban Land Institute, focused on supporting the GREATER MSP effort and the Regional Council of Mayors ( [www.greatermsp.org](http://www.greatermsp.org) );
- Initiated Community based Business Retention Study, working through the Minnesota Extension Service and Connexus Energy;
- Numerous leadership efforts in developing regional collaborations and partnerships.
  - I 35 Corridor Coalition. Regional planning and economic development organization involving 8 communities along interstates corridor;
  - Dakota County Broadband Coalition. Collaborative effort to establish a county wide broadband system;
  - Four-city partnership in support of participating in a state-owned four sheet ice arena.
  - Led the effort to develop TCGATEWAY, a very successful Convention and Visitors Bureau involving nine communities ( [www.tcgateway.com](http://www.tcgateway.com) );
  - Spearheaded development of regional involvement in local ice arena rehabilitation.
- Spearheaded the creation of the non-profit Coon Rapids Community Strength Foundation, which supports community celebrations and events.

- Led effort that successfully raised \$200,000 from eight Midwest states for a \$5,000,000 “Life, Well Run” national campaign being implemented by ICMA to promote the value of professionally run local governments  
( [www.lifewellrun.org](http://www.lifewellrun.org) );

### **2017 Activities:**

Since leaving The City of West St Paul, I have been pursuing full-time employment as a City Manager. I have also been engaged in the following community related activities:

- Conducted an organizational assessment for the City of Wayzata, MN. The assessment is focused on identifying current and long-term opportunities for improving organizational efficiencies as well as helping to strategically plan for several upcoming retirements.
- I serve (volunteer) on the Board of Directors for a professional theater in NE Minneapolis. I have been active in working with the adjacent, very vibrant, commercial neighborhood to create a special services district, addressing limited parking issues, helping with zoning related topics, and strengthening the commercial corridor business district association.
- I have been assisting a company named Harvest Pack. The company’s mission is to reduce youth hunger in communities. My role has been to help identify local agencies and companies who are interested in sponsoring meal packaging efforts with the meals being donated to local schools, food shelves, and other outlets.
- I have spent time engaged in residential real estate activities and in discussing certain development opportunities with various commercial developers.
- I volunteer as an Usher at the Guthrie Theater.
- I work as an Usher at the Xcel Energy Center, the home of the Minnesota Wild.

# David J. Niemeyer



## **EXPERIENCE Village Manager, Village of Tinley Park June 2014 to present**

- Oversee day to day operations of leading community of 57,000 in southwest suburbs.
- Working with citizen committee on plan to redevelop former 280 acre mental health center site.
- Leading development of village's first strategic plan.
- Led efforts along with another village manager to get a bill approved by the state that helped Tinley Park's convention center offer more incentives for out of town conventions.
- Creating a new organizational structure to match the village's current service needs.
- Leading efforts to develop a new brand identity for the community.

## **Village Manager, Village of Oak Brook, IL July 2007-June 2014**

- Oversaw prestigious community of 7900 in suburban Chicago with \$45 million budget, 140 FTEs, village owned sports core, and famous Oak Brook Center Mall.
- In response to the economic downturn, outsourced Bath and Tennis Club clubhouse and joined centralized emergency dispatch agency.
- Began implementation of 20 year Commercial Revitalization Plan that included update of village's sign ordinance and streamlining of development process.
- Helped bring over a million dollars in grants to the village.
- Completed major reorganization of staff that reduced the work force by 15% and eliminated three department head positions without significant changes to front line services.
- Oversaw development of village's first strategic plan.
- Partnered with Chamber on proactive economic development program to attract and retain new businesses that brought several new large office users to the community.
- Received 2010 "Business Advocate" award from Chamber.
- Negotiated complex agreement for a new traffic signal that kept Costco in the community and involved several meetings with IDOT officials including the Secretary of Transportation.
- Implemented village's first "Taste of Oak Brook" festival that now attracts about 25,000 people in its sixth year and hired operator to bring back the village's famous polo leagues.
- Established new partnerships with the Oak Brook Park District and school district that includes equipment sharing, personnel sharing, joint purchasing, discounts at the park district fitness center for new businesses, and giving joint discounts to

residents who are members of the park district facility and village's bath and tennis club.

- Led village's efforts in developing one of the Chicago areas first electric aggregation program for its residents and businesses, saving them about \$2 million per year.
- Negotiated lease agreement with local historical society for their first facility in the former home of the village's library.
- Implemented revisions in management performance evaluation system.
- Developed comprehensive new ethics ordinance.
- Created improved resident communication program, including enhanced outreach to Homeowners Association Presidents, improved newsletter and website, and regular outreach to residents by automated phone calls on important village events.

**City Manager, City of Des Plaines, IL**  
**July 2003-May 2007**

- Managed diverse, vibrant, redeveloping community of 58,000 adjoining O'Hare Airport with 450 FTE's and \$125 million annual budget.
- Development and planning accomplishments:
  - Supervised \$56 million downtown redevelopment project that included village acquisition of 22 parcels and construction of 150,000 square feet of office, retail and condos.
  - Oversaw establishment of 70 acre TIF.
  - Negotiated a number of complex agreements for hotel developments, sale of an old library to a residential developer, and transfer of land to the City of Chicago for airport expansion.
  - Instituted community's first strategic planning process and update of its comprehensive plan.
  - Oversaw plan to develop new public safety facilities.
- Increased confidence in manager's office through improved communication that was partially responsible for a successful referendum changing the government to a council/manager form.
- Improved accountability through reorganization of manager's office and community development department.
- Restored financial stability of the community and increased some city services without major property tax increases.
- Oversaw efforts of major flood event in community in spring 2004.
- Helped acquire over \$1 million in grants to reduce flooding in community.

**Village Manager, Village of Homewood, IL**  
**March 1998-July 2003**

- Managed prestigious, mature community of 20,000 with 180 FTE's and \$30 million annual budget.
- Oversaw \$2 million reconstruction of village hall, including space needs study.
- Created employee teams for health insurance, technology, and safety that implemented ideas that improved efficiency and reduced costs.
- Recruited five major businesses to village owned industrial park as well as several "big-box" retail stores through TIF and other incentives.
- Organized an external and internal government marketing program involving funding and coordination with neighboring community and local school and park districts that retained and attracted new residents.
- Developed five year strategic plan.
- Created unique employee appreciation program recognizing employee's accomplishments in areas such as teamwork, project management, as well as "on the spot" awards.

- Negotiated several union contracts and worked with unions to significantly reduce health insurance premium increases.

**Village Manager, Village of Richton Park, IL**

**April 1993-March 1998**

- Managed diverse, growth village of 13,000 in Chicago south suburbs with 100 FTE's and \$14 million annual budget.
- Significantly improved fund balances through reorganization and privatization of some services and no significant tax increases.
- Oversaw successful referendum to increase police staffing and salaries.
- Negotiated contract with public works union that included a merit pay component.
- Oversaw merger of public works and water departments and community development and planning departments that reduced costs and improved customer service.
- Instituted the organization's first employee awards and recognition program.
- Developed programs to receive more feedback from residents, including surveys, comment cards, and neighborhood meetings.
- Developed several marketing and development tools that increased economic development activity, including new industrial and retail businesses.

**Village Administrator, Village of Orland Hills, IL**

**August 1988-April 1993**

- First administrator for rapid growth village of 7,000 with 40 FTE's and \$6 million annual budget.
- Implemented village's first TIF and negotiated retail redevelopment agreements that created \$1 million in new tax revenue for village.
- Reduced village liability insurance premiums by 75%.
- Negotiated free land for and oversaw planning of a \$1.5 million village hall.
- Developed village's first budget and reporting system.
- Made significant changes and upgrades to village newsletter.

**City Administrator/Assistant to the Mayor, City of Harvard, IL**

**March 1986-August 1988**

- First administrator for rural community of 5,000 with 40 FTE's and \$4 million annual budget. Promoted after short tenure as assistant to the mayor.
- Acquired over \$800,000 from four grant programs that brought two businesses to town, improved the city's water system, and built a commuter lot.
- Attracted new businesses to a previously stagnant community that created 300 new jobs and brought \$200,000 in annual tax revenue to the village.
- Created centralized purchasing system.

**Part-time Analyst- Cook County Board of Tax Appeals**

**May 1985-March 1986**

- Developed analysis of Cook County business tax incentive plan.
- Reviewed tax appeals.
- Worked on special projects for Commissioner Pat Quinn.

**Internship-Village of Buffalo Grove Public Works Department**

**September 1983-May 1985**

- Developed job costing system.
- Reviewed public works budgets.
- Developed quality circles to review various public works activities.

### Summary of Qualifications

More than twenty years local government experience, serving as City Manager for highly desirable communities. Proven record of leveraging quality, impactful development projects to meet community desires and generate revenues required to deliver exceptional services to our citizens. A visible community leader who develops strong leadership teams and collaborative relationships to implement the projects and direction of the elected officials.

### Experience in Municipal Government

#### **City Manager, City of Rio Rancho, New Mexico**

April 2013  
to Present

Population 94,171

Full-time equivalent employees 650

2017 Annual Budget: \$56M General Fund, \$135M All Funds

*Third largest and fastest growing city in New Mexico; Ranked 27<sup>th</sup> best city to live in by 24/7 Wall Street in 2016;*

*Ranked Wallethub's 8<sup>th</sup> best city to start a business in 2017*

#### Duties and Responsibilities

Provide strategic guidance and assistance to the Mayor and City Council

- Conduct annual strategic planning meeting and execute direction outlined in adopted strategic plan

- Prepare annual budget and capital improvement plans guiding delivery of services and capital projects

- Provide staff recommendations for policy decisions ranging from social issues to land use matters

- Accompany Mayor and City Council to town hall/district meetings at HOAs, civic clubs and community groups

- Conducted regular citizen satisfaction surveys to monitor performance and guide City projects

Manage external and intergovernmental relationships

- Mid-Region Council of Governments, State of New Mexico, Sandoval County, Rio Rancho Public School

- District, adjoining pueblos and community groups such as Urban Land Institute

- Serve on several Property Improvement District and Tax Increment Development District boards

- Key businesses including Intel, HP, Presbyterian Health Systems, and University of New Mexico

Supervise personnel and operational performance

- Analyzed operations, reorganize functions and positions to achieve efficiencies and reduce costs

- Maintained high level citizen satisfaction operating with lowest revenues and employees per capita in state

- Reviewed compensation plan and training programs to ensure retention of quality employees

- Recruited leadership team member vacancies resulting from retirements and attrition

#### Significant Accomplishments

Implemented changes within Development Services to improve customer service and responsiveness

Secured \$4.1M state funding for economic development projects creating more than 1,400 jobs

Completed the aquifer reinjection facilities to inject 1M gpd recycled water into the aquifer for future use

Completed the "A Park Above", a six-acre all-inclusive playground representing public/private partnership with improvements exceeding \$4M attracting 1,500 visitors per weekend

Initiated construction of \$25M wastewater treatment plant; Cash funded \$17M utility system improvements

Updated University of New Mexico Campus plan for City Center to facilitate conversion to health sciences focus

Negotiated collective bargaining agreements with labor organizations

#### **City Administrator, City of O'Fallon, Missouri**

January 2010  
to January 2013

Population 79,329

Full-time equivalent employees 450

2014 Annual Budget: \$28M General Fund, \$87M All Funds

*Second largest city in the St. Louis metro area; Recognized in 2012 for the fourth consecutive time as one of the "Best Places to Live" by Money Magazine*

# Keith J. Riesberg

## Professional Qualifications

### Duties and Responsibilities

Improved citizen outreach and involvement

- Implemented customer relations management software to receive and track citizen requests for work orders

- Developed "O'Fallon 101" a citizen academy to educate the citizens serving on boards and commissions

Managed external and intergovernmental relationships

- Liaison to East-West Gateway Council of Governments, State of Missouri, St. Charles County, MoDOT

- Cooperated with Saint Charles County and other municipalities to secure \$100M for the award-winning MO-364 extension, highly successful connecting corridor

- Key businesses included MasterCard, CitiMortgage, MEMC, Mercy Healthcare

Supervise personnel and operational performance

- Initiated participation in ICMA's CPM 101 program to track performance relative to other cities

- Responsible for the Fourth of July Heritage & Freedom Festival, with national music acts, 100,000 attendees

### Significant Accomplishments

Worked with the St. Louis Regional Chamber & Growth Association, Missouri Partnership, Economic Development

- Council of St. Charles County to attract Air Evac Lifeteam's national headquarters

Promoted new Justice Center and development of City parks, both projects currently under construction

Prepared intergovernmental agreement with adjoining city for development of a 60-acre retail park

Negotiated lease extension with River City Rascals of the Frontier Baseball League for use of City-owned stadium

Constructed initial signs for City-wide Landscape Identity Program to establish community image and wayfinding

Minimized neighbor concerns arising from development of a high-school campus adjacent to existing subdivision

Implemented neighborhood street repair program to resolve backlog of citizen complaints

Issued tax-exempt revenue bonds for data center resulting in new construction and job creation

Developed legislation to correct deficiencies in state statutes pertaining to annexations

Performed staffing analysis and incorporated plan for increasing police officers into City's financial plans

Implemented petition initiated ordinance establishing indoor clean-air ordinance for all commercial businesses

Constructed multiple park facilities including all-inclusive playground, skate park and other amenities

### **City Administrator, City of Sedalia, Missouri**

April 2005

Population 20,339 serving a regional population of 75,000

to December 2009

Full-time equivalent employees 200

2005 Annual Budget: \$14.5M General Fund, \$28M All Funds

*Location of Missouri State Fairgrounds and Scott Joplin International Ragtime Festival*

### Significant Accomplishments

Completed a \$4.8M construction project to satisfy Department of Natural Resources consent order to separate combined sewers; Negotiated administrative consent order to address sanitary sewer overflows

Completed \$1.5M energy conservation project in multiple City facilities

Incorporated LEED-compliant features on City Hall renovation

Initiated revitalization of downtown historical district with DREAM designation by State in 2006

Established Mid-Town TIF District to facilitate critical redevelopment projects

Advocated for federal tax credits to rehabilitate dilapidated African-American elementary school into senior housing for local neighborhood

Negotiated development agreements for public participation in infrastructure resulting in \$22.2M of development

Conducted community outreach for proposed sale of City land to Kansas City Power & Light for a \$150M energy center; Negotiated proposed sale price of \$2.2M with a PILOT totaling \$5M over twenty years.

Hosted the 2009 Individual Time Trials for Tour of Missouri; Established committee for fund-raising and staffing of the UCI sanctioned event.

Conducted feasibility study and site analysis for proposed \$20M community center

# Keith J. Riesberg

## Professional Qualifications

### City Manager, City of Roosevelt Park, Michigan

Population 3,890

Full-time equivalent employees 20

Supervised City-provided services (Police, Public Works) while undertaking major redevelopment efforts including a \$2M downtown streetscape projects and an abandoned 21-acre retail site; Offset a 17% reduction in State revenue sharing with minimal impact to services provided.

July 2001  
to March 2005

### Executive Director, Chesterfield Community Development Corporation

Chesterfield, Missouri

Population 46,802

Guided development in the high-growth, affluent suburb through the review of \$31.5M of TIF funding requests. Issued \$7.3M tax-exempt revenue bonds for projects and promoted development of commercial area containing more than 1.5M sf of new development; Advocated for extension of bus routes to major employment centers developing within community.

January 1999  
to July 2001

### Director of Community & Economic Development

City of Wood River, Illinois

Population 11,490

Responsible for planning and zoning functions including building permit oversight. Received added economic development duties resulting from development of City's business park and downtown revitalization efforts.

September 1995  
to January 1999

## Community and Professional Activities

International City/County Management Association (ICMA)

Annual Conference Planning Committee

Credentialed City Manager

1998 to Present  
2007  
2009 to 2014

New Mexico City/County Managers Association

University of New Mexico-West Citizen Advisory Board

Sandoval Economic Alliance Board

2013 to Present

Missouri City/County Managers Association

St. Louis Area City Managers Association

Economic Development Council of St. Charles County

2005 to 2013  
2010 to 2013  
2010 to 2013

Chamber of Commerce Boards & Committees

Community organizations including Rotary and Kiwanis

Community fund raisers for organ donation and pancreatic cancer research

Active participant in children's soccer and baseball programs

## Education in Public Administration

Master of Public Administration

Southern Illinois University at Edwardsville

Edwardsville, Illinois

Emphasis: Local Government Management

Bachelor of Science in Community & Regional Planning

Iowa State University

Ames, Iowa

Emphasis: Urban Development


Keith J. Riesberg

**DAVID A. SHINNEMAN, AICP**




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**EDUCATION**

Florida State University, 

Tallahassee, Florida

M.S. in Urban and Regional Planning

Northern Arizona University, 

Flagstaff, Arizona

B.S. Degree in Public Administration and Land Use Planning

**PROFESSIONAL EXPERIENCE**

2012 - Present **Community Development Director, City and County of Broomfield, Co**

Direct and administer all activities for the Department of Community Development including the Building, Planning, code compliance, capital improvements, GIS, transportation, and engineering divisions.

The Department provides one-stop services for all planning, engineering and building activity within the City and County of Broomfield. Services include project management for all capital improvement projects, enforcement of building codes, issuing of building permits, zoning regulation, development review, code enforcement, geographic information systems (GIS) and mapping services, transportation planning, and long range planning. Work in cooperation with and support the Economic Development Department.

2008 - 2012 **Planning Director, City and County of Broomfield, Colorado**

Direct and administer the Broomfield Comprehensive Plan and land use regulations. This includes the preparation and implementation of small area plans and the review and coordination of the development review process within the City and County of Broomfield. Other duties include the preparation of the budget and performance reports, assisting and providing information to the public, and the coordination of planning efforts with other governmental agencies.

1997 - 2008 **Planning Manager, City of Westminster, Colorado**

Directed and administered the City of Westminster's Comprehensive Plan and land development regulations. Duties include the supervision of Division staff, preparation of the budget, and other daily activities within the Division. Responsible for the coordination of the development review process, redevelopment projects, and a number of other long and short range planning projects. Coordinate with the City Manager and Economic Development regarding new and redevelopment projects.

1989 - 1997 **Planning Administrator/Principal Planner, Pinellas County Planning Council (PPC)**

Directed the Local Assistance Division of the PPC. Responsible for the provision of planning, land development regulation, and development review services for several local governments in Pinellas County. Updated seven comprehensive plans for communities in Pinellas County and developed the Rules concerning the Administration of the Countywide Future Land Use Plan. Duties included supervision of Division staff, negotiation and monitoring of contracts, and provision of contracted professional planning projects. Upon delegation, acted on behalf of the Executive Director in his absence.

1985 - 1989 **Community Development Director, City of Oldsmar, Florida**

Department head responsible for the Building, Planning and Zoning divisions. Responsible for the administration of the department and the responsibilities of the Planning Division. Responsible for the preparation and management of the City's Comprehensive Plan and Land Development Regulations (LDR's). Responsible for the preparation and implementation of the City's Plan as provided under Florida's Local Government Planning and Land Development Regulation Act (1985) and the supervision and coordination of the City's development review process. 1989 Chairman of the Planners Advisory Committee to the Pinellas Planning Council and member of the Technical Coordinating Committee to the Pinellas County Metropolitan Planning Organization.

1984 - 1985 **Planner, Spectrum Architectural Associates, Flagstaff, Arizona**

Responsibilities included the development of comprehensive plans, facility plans, site plans, the preparation of Community Development Block Grants (CDBG), Urban Development Action Grants, Arizona Outdoor Recreation Coordinating Commission Grants, and Historic Preservation Office Grants, and planning services for several communities in northern Arizona.

1983 **Planning Intern, Coconino County, Flagstaff, Arizona**

Experience included comprehensive responsibilities with the operation of the department including, Zoning Enforcement, Land Divisions, and Site Plan Reviews.

Qualifications

- Intentional Leaders Program through the Employers Council 2017
- Civic Center Project, Broomfield
- Economic Development
- Supervisors Academy Graduate, City and County of Broomfield 2009
- Member American Institute of Certified Planners (AICP) Certificate #8491
- Comprehensive Plan, City and County of Broomfield
- Grant Coordinator, Pinellas Planning Council, Local Assistance Grants
- Countywide Consistency Report, Pinellas County, Florida (FAPA Award of Excellence)
- Personnel Management
- Budget Preparation
- Comprehensive Land Use Plan, City of Westminster, Co.
- Land Development Regulations, City of Treasure Island, FL. 1995
- Comprehensive Plan, City of Oldsmar, Florida
- Development Review Procedures Manual, Oldsmar, Florida and Westminster, Co.
- Site Analysis, Oldsmar City Hall, Oldsmar, FL.

- Comprehensive Plan, City of Williams, Az.
  - Economic Development Plan, City of Williams, Az.
  - Site Analysis, Min./Med. Security Correctional Facility, Holbrook, Az.
  - Sign Code, City of Westminster, Co., City of Oldsmar, Fl. and Pinellas County, Fl.
  - Commercial Design Guidelines, City of Westminster, Co.
  - Traditional Mixed Use Neighborhood Design Guidelines, City of Westminster, Co
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